

**CLARK COUNTY ANIMAL PROTECTION & CONTROL**  
**Advisory Board Membership Application**

**NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**CITY** \_\_\_\_\_  
**STATE** \_\_\_\_\_  
**WA** \_\_\_\_\_ **ZIP** \_\_\_\_\_  
**HOME TELEPHONE #** \_\_\_\_\_  
**WORK TELEPHONE #** \_\_\_\_\_  
**OCCUPATION** \_\_\_\_\_  
**E-MAIL ADDRESS** \_\_\_\_\_

**Are you currently serving on other Boards, committees, clubs, etc.?**  
**If yes, please list briefly.**

**Are there other non-profit organizations you are currently a member of? Please list.**

**Currently the Advisory Board meets the fourth Thursday of each month at 6:30 p.m. Are you available to attend these meetings?**

**If you own domestic pets or other animals that are required to be licensed, are they currently licensed?**

**How were you referred to the Advisory Board?**

Please feel free to include additional information, regarding you interest in animals, animal protection & control, &/or community service, with this application.

If you have any questions, please contact our office at (360) 397-2096, and someone will attempt to assist you.

Please return this form to  
Clark County Animal Protection & Control  
PO Box 9810  
Vancouver WA 98666-9810

CLARK COUNTY  
ANIMAL PROTECTION AND CONTROL

ADVISORY BOARD  
By Laws

SECTION 1: PURPOSE

Under Section 8.01.030 of the Clark County Code, the Board of Clark County Commissioners has established an Animal Protection and Control Advisory Board. The purpose of the advisory board is as follows:

- A) To advise the Board of Clark County Commissioners on issues and needs relating to animal protection and control services in Clark County, and, through comprehensive planning and other measures, to promote the most efficient service possible.
- B) To promote measures which encourage greater awareness of animal protection and control services and the responsibilities of pet ownership.
- C) To promote measures which prevent injury to property and minimize annoyances and hazards that may result from uncontrolled animals.
- D) To promote measures which prevent injury to and the inhumane treatment of animals.

SECTION 2: DUTIES - BY CODE

The Animal Protection and Control Advisory board has the following duties and responsibilities, as provided in Section 8.01.030 of the Clark County Code.

- A) The advisory board shall report no less often than once annually to the Board of Clark County Commissioners on recommended modifications or additions to Title 8 of the Clark County Code and on the general operations of the Animal Protection and Control Department.
- B) The advisory board may act as an appeal hearing tribunal pursuant to Section 8.19.080 of the Clark County Code. Provided it will do so only with the review and approval of the Board of Clark County Commissioners; this hearing function may be delegated to a subcommittee of the advisory board composed of no less than three of its voting members.
- C) The advisory board shall perform such other further duties as may be authorized or directed by resolution of the Board of Clark County Commissioners.

SECTION 3: DUTIES - OTHER

The Animal Protection and Control Advisory Board has the following additional duties and responsibilities, as directed by the Board of Clark County Commissioners pursuant to Section 2.C above.

- A) The advisory board shall review and evaluate on an ongoing basis animal protection and control issues, needs, services, and facilities in Clark County.
- B) The advisory board shall assist with the development of a five-year comprehensive plan for the Animal Protection and Control Department. The plan shall identify needs and establish priorities for animal protection and control services in Clark County. The plan shall be submitted to the

Board of Clark County Commissioners for approval and shall be reviewed and updated every five years.

C) The advisory board shall monitor trends involving changes in animal populations, demands for services, and licensing activities, and shall report to the Board of Clark County Commissioners as appropriate.

D) The advisory board shall help prepare and coordinate a countywide public information program to inform county residents about Clark County's animal protection and control services, as well as to promote the general safety and welfare of animals.

E) The advisory board shall coordinate its activities with other agencies and boards involved with animal protection and control services to avoid duplication and provide the best service possible.

F) The advisory board shall not be responsible for the day-to-day operations of the Clark County Animal Protection and Control Department and shall refer those matters to appropriate staff members. The current phone number and mailing address are as follows:

Clark County Animal Protection and Control  
P.O. Box 9810  
Vancouver, WA 98666-9810  
(360) 397-2488

#### SECTION 4: MEMBERSHIP

The Animal Protection and Control Board consists of not less than seven(7) nor more than eleven(11) members. Members are appointed by the Board of Clark County Commissioners. Appointments shall attempt to include the following affiliations and categories, as provided for in Section 8.01.030 of the Clark County Code. Such interests may represent, but are not limited to:

A) One member who owns or operates a licensed facility (included kennel) in Clark County;

B) One member who is a licensed veterinarian who practices in Clark County;

C) One member who is a Clark County resident who is affiliated as a member, employee, or officer in a Clark County animal welfare organization;

D) One member who is a Clark County resident who is affiliated as a member, employee, or officer in a Clark County livestock organization;

E) One member who owns dog(s) but who does not work in, own, or operate any facility;

F) One member who owns cat(s) but who does not work in, own, or operate any facility;

G) One member who is any animal owner other than a dog/cat;

H) One member who is a Clark County resident who neither owns nor maintains domestic animals;

I) Members at large who are Clark County residents.

J) One member who owns or operates a cattery.

In addition to these members, the director of the Animal Protection and Control office or his designee shall serve as an officio, non-voting member of the advisory board.

One member of the organization holding the contract for provision of animal control services, currently held by the Southwest Washington Humane Society, shall also serve as an ex-officio, non-voting member of the advisory board. \*\*\*

#### SECTION 5: TERMS OF THE OFFICE

In forming the advisory board, five members shall be appointed, by the Board of County Commissioners, to one-year terms and five members to two-year terms. Thereafter, all members shall be appointed to two-year terms.

\*\*\* The amendments to section 4 shall become effective upon the amendment of CCC 8.01.030

#### SECTION 6: VACANCIES

When vacancies occur, the Board of Clark County Commissioners shall appoint someone to fill the unexpired term. This includes vacancies caused by a change in status of a member under the selection criteria set forth above during the course of his term.

Vacancies may be declared when any member misses two(2) consecutive regular meetings, or assigned committee meetings, without notifying the Animal Protection and Control Office or the chairman of the advisory board, or when any member misses the equivalent of one-quarter of the scheduled meetings within a twelve month period. Reasonable effort will be made to determine the member's continued interest before the vacancy is declared.

A members position will be considered vacant, when any member misses three(3) regular meetings, or assigned committee meetings, within a twelve(12) month period, beginning with the month of a members appointment, and continuing in twelve(12) month intervals during the period of appointment. This section will in no way abrogate the authority of the Board of County Commissioners to reappoint a member to finish their original term of appointment.

#### SECTION 7: OFFICERS

The advisory board shall elect annually one of its voting members to serve as chairman; and one member to serve as vice-chairman; other officers shall be elected as the board deems appropriate.

Election of officers shall be held at the last regular Board meeting of the calendar year.. All terms of office shall be one year. More than one term may be served.

#### SECTION 8: MEETINGS

The advisory board will hold regular meetings, open to the public, and will give advanced public notice of these meetings. Until otherwise determined by the advisory board, the regular board meetings will be held as follows:

Day: Fourth Thursday of each month

Time: 6:30 p.m.  
Place: Conference Room  
Hazel Dell Sewer District Building  
8000 NE 52<sup>nd</sup> Court  
Vancouver WA 98665

A majority of the board members serving shall constitute a quorum.

The advisory board shall keep written record of meetings, resolutions, recommendations, findings, etc., which shall be a public record.

In the absence of the chairman and vice-chairman (in the event a vice-chairman has been elected), an acting chairman shall be appointed by the board members present.

#### SECTION 9: AMENDMENTS TO BYLAWS

The provisions set forth herein (except those established by statute and county resolution) may be amended by a two-thirds vote of the advisory board members. Any amendments shall be voted on at a regular meeting and all members shall receive a minimum of 10 days prior notice.

#### SECTION 10: PARLIAMENTARY AUTHORITY

All meetings of the Board shall be conducted utilizing Roberts Rules of Order Newly Revised as a nonbinding guide.